

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
Departments and Agencies

DATE: January 12, 2001

FROM: Robert A. Poll, Associate Controller

SUBJECT: PREPARATION FOR W-2'S

My office must complete final preparation for producing the 2000 W-2's by the close of business on **Wednesday, January 18, 2001**. Any and all check changes must be received in my office prior to the above date.

Thank you for your cooperation in this matter.

/hh
CPO:01-06